

INDIVIDUAL POSITION STANDARD AND GUIDE

The following individual position standard and guide includes these components:

- ◆ Minimum Qualifications Standards
- ◆ Employee Development Training
- ◆ Competency Descriptors: Common Competencies, and Position Competencies
- ◆ Key Performance Elements

The “**Minimum Qualifications Standards**” are used in a variety of ways.

- ◆ For identifying minimum qualifications on vacancy announcements
- ◆ For recruitment crediting plans
- ◆ For identifying OPM series standard requirements
- ◆ For determining minimum grade levels
- ◆ For identifying any specialized experience requirements
- ◆ For identifying NWCG Incident Management Qualifications requirements
- ◆ For identifying “additional required training” for a position, beyond that required for NWCG Incident Management Qualifications
- ◆ As guides for employees when constructing Employee Development Plans for future positions

“Additional Required Training” identifies training that is required prior to being considered qualified for a position. It cannot be challenged. An agency equivalent course may be used as a substitute when that course meets or exceeds a required course’s learning and performance objectives.

“Employee Development Training” identifies training that assists an employee in meeting position competencies, in addition to training that is required. It is recognized that training is not the only way of obtaining competencies, but the identified courses do provide many, though not necessarily all, of the knowledge and skills needed to meet position competencies.

The “Common Competency Descriptors for All Positions” is intended to supplement each position “Competency Descriptor.” They are competencies needed for most positions. Employees obtain these “Common Competencies” through personal education and experiences, through agency orientation and mission renewal programs, and through interaction with peers, teams, and supervisors.

These “Competency Descriptors/Common Competency Descriptors” are used in a variety of ways.

- ◆ Constructing Employee Development Plans
- ◆ Developing Recruitment Crediting Plans
- ◆ Evaluating employee performance

The “Standard Key Performance Elements” are to be used to evaluate employee performance, in conjunction with “Competency Descriptors.” These “Performance Elements” are defined as a mission-based outcome or end product that is essential to overall success of the position. Not surprisingly, these “Performance Elements” are derived from the major elements of the “Competency Descriptors.”

MINIMUM QUALIFICATIONS STANDARDS

The following “Minimum Qualifications Standards” are established, meeting the direction outlined in the Implementation Action Plan Report of the 1995 Federal Fire Policy Review. Action Items # 27, 62 and 63 from that Action Plan specifically direct the establishment and utilization of these standards by federal wildland fire management agencies.

- Applicants must meet the appropriate Office of Personnel Management (OPM) qualification standards AND the Interagency Fire Program Management (IFPM) standards before being placed in a key fire management position.
- Applicants must attain all identified competencies within three years of being placed into the position. Until competencies are met, employees must be supervised by employees who meet the qualification standards above and all identified competencies.
- To meet these minimum standards, all identified “Minimum Qualifications Standards” components (“OPM Standard Requirements,” “Specialized Experiences,” “Additional Required Training” and “NWCG Incident Management Qualifications”) must be met.
- These “Minimum Qualification Standards” must be used when recruiting for vacant positions. “Specialized Experience,” “Required Training,” and “NWCG Incident Management Qualifications” requirements are assumed to be cumulative as complexity increases within a position. For example, requirements for a high complexity unit fire program manager include the requirements for moderate and low complexity unit fire program managers.
- Where NWCG Incident Management Qualifications are shown, they relate to minimum incident management skills required to manage the local program on the unit. The assumption is made that if higher incident management skills are needed to manage an incident, they would be ordered through the standard resource ordering process.
- Differing complexity levels are identified for the Wildland Fire Operations Specialist, Prescribed Fire & Fuels Specialist, Prevention & Education Specialists, and Dispatcher series positions. There is a transition level identified, from technician to professional, for these positions.
- “Employee Development Training” identifies training that assists an employee in meeting position competencies, in addition to training that is required. It is recognized that training is not the only way of obtaining competencies, but the identified courses do provide many, though not necessarily all, of the knowledge and skills needed to meet position competencies.
- Each Minimum Qualification Standard is identified by the fire organizational title. The formal classification title will be based on the appropriate job series.

MINIMUM QUALIFICATION STANDARDS

NATIONAL FIRE PROGRAM MANAGER

OPM Standard Requirements – GS-401

Bachelor's degree in biological sciences, agriculture, natural resource management, or a related discipline appropriate to the position being filled; OR a combination of education and experience as defined in the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist. Additional information can be obtained from OPM's Qualification Standards Operating Manual, Group Coverage Qualification Standard for Professional and Scientific Positions and the Individual occupational requirements for the 401 series. The Supplemental Qualification Standard for the GS-0401 Fire Management Specialist and assistance in interpreting the standard are posted at http://www.nifc.gov/training_qual/IFPM/ifpm.htm OPM's Qualification Standards Operating Manual is posted at <http://www.opm.gov/qualifications/>

Recommended minimum grade level GS-14

Specialized Experience -

Applicants must have a minimum of one year of creditable specialized wildland fire management experience equivalent to the next lower grade level.

Specialized experience is that experience which has provided the applicant with the particular knowledge, skills, and abilities necessary to successfully function in the wildland fire management position applied for. Possession of the particular knowledge, skills, and abilities can be evidenced by:

- reviewing and evaluating fire management plans for ecological soundness and technical adequacy.
- conducting field inspections before and after prescribed or wildland fires to determine if objectives were achieved and/or evaluate the effectiveness of actions taken.
- developing analyses on the ecological role of fire and its use and/or exclusion, and smoke management.

In addition to fire program management, appropriate experience must have included either prescribed fire/fuels management - OR - fire management operations as described below:

Prescribed fire/fuels management - experience in a broad range of activities such as:

- inventory methods and procedures
- fuel treatment methods and programming
- land use planning and environmental coordination
- evaluating prescribed burn plans or fire management plans to ensure containment is possible and identify contingencies if containment is not obtained.

Fire management operations - analyzing and applying fire management strategies, plus experience in at least five of the following activities:

- mobilization and dispatch coordination
- fire prevention and education
- training
- logistics
- equipment development and deployment
- fire communication systems
- suppression and preparedness
- aviation

The above specialized experiences may be evidenced by the following or similar positions:

Unit Fire Program Manager

OR

Geographic Area Fire Program Manager

OR

National-level fire program staff lead

OR

Experience as an Agency Administrator of a unit having a fire program

OR

Experience as an immediate supervisor of a Unit Fire Program Manager or of a Geographic Area Fire Program Manager

NWCG Incident Management Qualifications - Currency Not Required

Command: Incident Commander, Type 3 (ICT3), and Type 2 Command and General Staff position

AND

Operations: Task Force Leader (TFLD)

AND

Prescribed Fire: Prescribed Fire Burn Boss, Type 2 (RXB2)

Additional required training as presented in the following courses or agency equivalent:

- “Fire Program Management,” or “Local Fire Management Leadership” or “Fire Management Leadership”

EMPLOYEE DEVELOPMENT TRAINING

NATIONAL FIRE PROGRAM MANAGER

Employee should receive the following developmental training, (or agency equivalent) to fully achieve competencies:

- I-300 “Intermediate ICS”
- I-400 “Advanced ICS”
- M-580 “Fire in Ecosystem Management”
- S-491 “National Fire Danger Rating System”
- S-580 “Advanced Fire Use Applications”/“National Park & Wilderness Fire Management”
- 40-hour Supervisory Training
- Agency fire planning and budgeting process training
- Aviation safety, operations, and management training
- Leadership and organizational skills training
- “Multi-Agency Coordination Group”
- National Environmental Policy Act (NEPA) Training

COMPETENCY DESCRIPTORS

A “competency” is defined as a combination of knowledge, skills and abilities which, when acquired, allows a person to perform a task or function at a specifically defined level of proficiency.

A “common competency” is one that describes the knowledge, skills and abilities found in most or all key fire management positions identified in this Guide.

Competencies are described in terms of three “Expertise Levels” (working, journey, and expert). The appropriate level of expertise for that particular competency is indicated under the relevant level of complexity. Expertise level definitions and an example of expertise and complexity levels are included on the first page of each “Competency Descriptor.”

NOTE: The “working” level of expertise identified in the “Competency Descriptors” is defined as the minimum level of experience and/or training that it takes to produce work of acceptable quality and meet safety standards.

It is **not** intended that a prospective job applicant have all the defined competencies in their entirety when first selected for any position at any level (unless the hiring unit so chooses, and indicates same in a vacancy announcement). It **is** intended that the employee achieve all indicated competencies before being considered at a full-performance level. Timelines for achieving full-performance level standards should be specified in vacancy announcements and other personnel documents.

The Common Competency Descriptors are intended to supplement each position’s Competency Descriptor; the two should be used together. Employees obtain these common competencies through personal education and experiences, through agency orientation and mission renewal programs, and through interaction with peers, teams, and supervisors.

The “Competency Descriptors” may be used in a variety of ways:

- Constructing Employee Development Plans
- Developing Recruitment Crediting Plans, supplementing the “Minimum Qualification Standards”
- Evaluating employee performance, supplementing the “Standard Key Performance Elements”

COMMON COMPETENCY DESCRIPTORS FOR NATIONAL FIRE PROGRAM MANAGER

All Positions Descriptor

The following Common Competencies are needed across most positions and at the entry level of positions by every employee. Employees obtain these Common Competencies through personal education and experiences, through agency orientation and mission renewal programs, and through interaction with peers, teams, and supervisors. These competencies must be taken in context of a particular position for scope and complexity.

Core competencies (skill levels) that do not change due to program complexity do not reappear in the individual position descriptions. If program complexity changes the skill level required, then the competency will appear with the appropriate expertise level described, using such language as “comprehensive” or “expert.”

EXPERTISE LEVELS DEFINITIONS

WORKING - W

Definition: The minimum level of experience and/or training that it takes to produce work of acceptable quality.

JOURNEY - J

Definition: Has sufficient experience to be considered a seasoned employee. Is skilled in performing the more difficult tasks related to the function. Has received advanced training in the function.

EXPERT - E

Definition: Reflects the quality of experience and/or training needed to perform the most challenging aspects of the position.

I. Mission Comprehension

Description

This competency requires background and understanding of the agency enabling legislation and its ramifications, and additional responsibilities that have historically evolved.

Outline

A. Describe the agency's historical background and mission evolution.

<u>Competencies</u>	National Fire Program Manager
Knowledge of the agency's historical background and mission evolution.	J
Knowledge of enabling legislation and other acts affecting agency's mission.	J
Ability to describe the historical background of the agency.	J
Ability to explain the purpose of the agency.	J

B. Identify relevant agency mandates.

<u>Competencies</u>	National Fire Program Manager
Knowledge of existing mandates and resolutions.	J

C. Define the purpose of limits within the agency.

<u>Competencies</u>	National Fire Program Manager
Knowledge of social, political and fiscal limits within the agency.	J

II. Agency Orientation

Description

This competency requires a comprehension of the structure and organization of the agency's organizational levels; an understanding of the structure and organization of the Departments of Agriculture or Interior and its place in the federal government; and the development of an insight into an individual employee's role in the agency in particular, and in the federal government in general.

Outline

A. Describe the structure and organization of the Department of Agriculture or Interior.

<u>Competencies</u>	National Fire Program Manager
Knowledge of the basics of government structure and function.	J
Knowledge of the structure and function of the Department of the Interior or the Department of Agriculture.	J
Knowledge of applicable Code of Federal Regulations.	J
Ability to describe the relationship of the agency to the Department of the Interior or the Department of Agriculture.	E

B. Describe the structure and the organization of the agency.

<u>Competencies</u>	National Fire Program Manager
Knowledge of how goals and strategies provide structured guidance towards accomplishing an agency's mission.	J
Knowledge of agency organizational structures.	E
Ability to define how the agency relates on an interagency basis.	E

III. Resource Stewardship

Description

This competency requires an understanding of the natural, cultural, and historical resources protected; the range in responsibilities in managing these resources in the context of fire management; the individual's role in resource stewardship; and the ability to work with partners outside the agency to promote resource stewardship.

Outline

A. Describe federal stewardship of natural resources.

<u>Competencies</u>	National Fire Program Manager
Knowledge of federal legislation regarding resource management such as National Environmental Policy Act, Clean Air Act, Wilderness Act, Threatened and Endangered Species Act and the Natural Historical Preservation Act.	E
Knowledge of environmental, technical, social consequences of proposed decisions and actions.	E
Knowledge of public perceptions of the risks and the benefits of resource alternative strategies.	E
Knowledge of the role of scientific knowledge and advanced technologies.	E
Ability to learn current natural resources policy initiatives.	E

B. Identify resources protected by the agency and describe the responsibilities in managing these resources.

<u>Competencies</u>	National Fire Program Manager
Knowledge of natural, cultural, and historical resources managed by the agency.	E
Knowledge of ecosystem management and the ecological response to the presence or absence of fire.	E
Knowledge of the agency planning process and how it contributes to resource stewardship.	E
Ability to articulate the agency stewardship function.	E

C. Define the sustainable practices philosophy.

<u>Competencies</u>	National Fire Program Manager
Knowledge of agency multiple use acts.	E
Knowledge of related fields such as forestry, range, wildlife, botany, soils and water (hereafter referred to as resources).	J
Knowledge of how different resources contribute to sustainable practices.	W
Ability to describe how different resources interact.	W
Ability to define sustainability in the context of overall resource management.	J

D. Define the employee's role in resource stewardship.

<u>Competencies</u>	National Fire Program Manager
Knowledge of agency's workforce resource priorities.	E
Ability to explain the individual's role in supporting the agency's stewardship function.	J
Ability to implement agency priorities within an individual's work assignments.	E

E. Recognize the positive purposes of interagency partnerships.

<u>Competencies</u>	National Fire Program Manager
Knowledge of fire management partnership benefits.	E
Knowledge of cooperating agencies' missions, organizations, and operating procedures.	J
Knowledge of why the agency needs and interacts with partners to fulfill its resource stewardship role.	E
Ability to participate in interagency workshops and other project processes.	E
Ability to recognize the value of interagency fire management cooperation to meet fire management program goals.	E

IV. Fundamental Values

Description

This competency focuses on the employee's ability to exhibit positive attitudes and behaviors to accomplish an assigned job and to contribute to the overall health of the organization. These attitudes and behaviors include teamwork; ethical behavior towards people and the organization; support of cultural diversity, accessibility, and fairness issues in the workplace; and an attitude towards safe behavior for one's self and for others.

The safety competency identifies an understanding of the environmental and workplace hazards of the wildland fire environment. It focuses on the employee's ability to provide leadership and direction in recognition and the mitigation of these hazards, using all applicable laws, policies and guidelines. Utilizing this approach, a passion for safety will be instilled with zero tolerance for unsafe acts. All employees will be personally accountable for safety.

Outline

A. Supervise and develop employees.

<u>Competencies</u>	National Fire Program Manager
Knowledge of personnel hiring, pay, discipline, and termination procedures.	J
Knowledge of methods and techniques of personal motivation, organization, supervision, and evaluation in order to emphasize accountability.	J
Knowledge of the processes and sources of training.	J
Skill in carrying out proper fiscal and accountable actions.	E
Skill in practicing the commonly accepted individual values of performance, commitment, interdependence, authority, responsibility, accountability, choice, risk management, and excellence.	J
Skill in applying the accepted principles of delegation.	J
Ability to conduct oneself in an ethical manner.	J
Ability to apply sound personnel management skills to include supervision, coaching, training, motivation, and evaluation.	J
Ability to transmit high performance expectations and to follow up on personnel accomplishments.	E
Ability to impart self-confidence and empowerment.	E
Ability to initiate recommendations for change.	E
Ability to assess personal attitudes towards others and one's employer.	J
Ability to develop new insights into situations in order to improve the situation, increase efficiencies, or to mitigate safety problems.	E
Ability to create effective standards and operating procedures for personnel safety.	E

B. Implement safe workplace practices.

<u>Competencies</u>	National Fire Program Manager
Knowledge of agency laws, policies, and guidelines such as NWCG's Standard Firefighting Orders and Watch Out Situations.	E
Knowledge of wildland fire hazards.	E
Knowledge of wildland fire safety practices and procedures.	E
Knowledge of basic first aid procedures.	W
Knowledge of hazard and risk analysis requirements for such areas as human factors, fuels, weather, topography, aviation, mechanized equipment, and hazardous materials.	E
Skill in applying basic first aid procedures.	W
Skill in using educational and certification processes to impart a passion for safety.	J
Skill in using safety related education programs with the focus on training and performance certification.	J
Ability to recognize and correct unsafe practices and conditions.	J

C. Identify workplace accessibility issues.

<u>Competencies</u>	National Fire Program Manager
Knowledge of Americans with Disabilities Act requirements.	W
Ability to make reasonable accommodation for disabled persons.	W

D. Describe the guiding principles of time management.

<u>Competencies</u>	National Fire Program Manager
Knowledge as to how time management affects one's personal well being and stress level.	W
Knowledge of the impact of internal and external influences on available time and time choices.	W
Ability to understand how individual factors of values, priorities, and goals affect time choices.	W
Ability to define the difference between internal and external prime time.	W
Ability to develop an effective time management strategy.	J
Ability to monitor time spent and make adjustments as needed.	J

E. Describe the agency's management culture.

<u>Competencies</u>	National Fire Program Manager
Knowledge of the agency's values and philosophy.	E
Knowledge of external influences on the agency's mission, budget, and operational procedures.	E
Ability to define those elements of the management culture that have an effect on meeting one's job performance requirements.	E

F. Implement cultural diversity, equal opportunity and civil rights policies.

<u>Competencies</u>	National Fire Program Manager
Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment.	J
Skill in carrying out supervisory and leadership responsibilities relevant to the workplace acts.	J

V. Leadership

Description

This competency requires a comprehension of the basics of leadership.

Outline

A. Demonstrate appropriate leadership skills to meet agency goals and safe operating procedures.

<u>Competencies</u>	National Fire Program Manager
Knowledge of acceptable leadership characteristics.	E
Knowledge of delegation as a leadership and team building tool.	E
Knowledge of management styles most appropriate to deal with internal and external controls.	E
Knowledge of the steps of effective conflict resolution.	E
Ability to function as an effective team member.	E
Ability to recognize changing conditions, develop alternative strategies, and take appropriate action.	E
Ability to be decisive in leadership roles.	E

<u>Competencies</u>	National Fire Program Manager
Ability to define one's leadership style.	J
Ability to adjust one's leadership style to meet the agency mission.	E
Ability to describe how the development levels of followers affect one's leadership style.	J
Ability to understand and apply the basic styles of conflict resolution such as avoiding, accommodating, compromising, competing, and collaborating.	E

VI. Problem Solving Skills

Description

This competency deals with the ability to analyze, build consensus, make decisions, and practice innovation in various aspects of the job.

Outline

- A. Analyze a situation, determine alternative solutions, and recommend a course of action.

<u>Competencies</u>	National Fire Program Manager
Knowledge of assessment skills.	E
Knowledge of how a situation deviates from the norm or a standard.	E
Knowledge of factors contributing to a problem.	E
Skill in distinguishing between relevant and irrelevant information and making logical judgments.	E
Skill in collecting, grouping contributing factors.	J

<u>Competencies</u>	National Fire Program Manager
Ability to narrow the problem area.	J
Ability to use sound reasoning to arrive at a conclusion.	E

B. Make sound and well-informed decisions.

<u>Competencies</u>	National Fire Program Manager
Knowledge of organizational goals and objectives.	E
Knowledge of organizational policies and guidelines.	E
Skill in identifying the impact and implications of decisions.	E
Ability to quantify costs of decisions.	E
Ability to describe the rationale for a decision.	J

C. Identify and mitigate stressful influences.

<u>Competencies</u>	National Fire Program Manager
Knowledge of stress indicators.	J
Skill in recognizing the impacts of stress on the functions of supervision and leadership.	J
Skill in mitigating stressful situations.	E
Ability to minimize negative personal impacts.	J

D. Utilize facilitation skills to resolve problems and promote consensus.

<u>Competencies</u>	National Fire Program Manager
Knowledge of group processes.	E
Knowledge of the five basic styles of conflict resolution.	W
Skill in building group consensus to meet objectives through give and take.	E
Ability to foster commitment.	E
Ability to negotiate to find mutually acceptable solutions.	E
Ability to encourage and receive cooperation.	E
Ability to gain cooperation from others to obtain information and accomplish goals.	E

VII. Communication Skills**Description**

This competency relates to the ability to communicate effectively with the public and employees in writing and speech; to work as an effective team member; to use interpersonal skills to become an effective employee; and to exhibit basic computer capabilities.

Outline

A. Communicate effectively.

<u>Competencies</u>	National Fire Program Manager
Knowledge of effective listening, speaking, and writing skills.	E

<u>Competencies</u>	National Fire Program Manager
Knowledge of the characteristics of effective written communications.	J
Knowledge of communication methods used by the supervisor.	J
Knowledge of how a team communicates to accomplish a common goal.	J
Knowledge of basic computer keyboard requirements.	J
Knowledge of computer data entry and retrieval.	J
Skill in writing basic letters and reports and filling out basic forms for routine agency operations.	J
Ability to identify the types of non-verbal communication methods.	W
Ability to express facts and ideas in writing in a succinct and organized manner.	E
Ability to define the speaker, listener, and observer tasks in communications.	J
Ability to facilitate an open exchange of information.	E
Ability to identify the conditions necessary for accurate and effective communications.	J
Ability to consider and respond appropriately to the needs, feelings, and capabilities of others, and adjust communication approaches to suit different people and situations.	J
Ability to perform computer technological skills such as word processing, electronic mail, and Internet processes.	J
Ability to explain agency programs and procedures in understandable terms to individuals and groups.	E

VIII. Personal Development and Planning

Description

This competency considers an individual being able to work with subordinates or a supervisor. It considers an agency's plan for charting a course of action for developing an individual.

Outline

- A. Meet agency physical and mental fitness requirements.

<u>Competencies</u>	National Fire Program Manager
Knowledge of National Wildfire Coordinating Group and agency requirements.	E
Ability to utilize a physical training program to enhance physical and mental fitness.	J
Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.	J
Ability to recognize fitness potential in subordinates and provide opportunities to achieve this potential.	W

- B. Set individual career goals and implement self-directed course of action.

<u>Competencies</u>	National Fire Program Manager
Knowledge of career development strategies.	J
Knowledge of self-direction capabilities.	J
Knowledge of agency and interagency opportunities and requirements for potential advancement.	J
Skill in demonstrating a belief in one's own abilities and ideas.	J
Ability to set personal goals for career development and implement actions to obtain them.	J

<u>Competencies</u>	National Fire Program Manager
Ability to use a performance appraisal to assess one's performance strengths and weaknesses to lead toward improvement.	J
Ability to develop self-motivation.	J
Ability to seek feedback from others and opportunities for self-learning and development.	J
Ability to perform a personal role assessment, which would lead to monitoring behavior patterns associated with the functions performed.	J

IX. Agency Operations

Description

This competency requires a comprehension of the basic operations of an agency, especially at the local level; and how these operations interact to fulfill the missions, planning and budgetary processes and agency purpose.

Outline

A. Apply basic principles of appropriation law.

<u>Competencies</u>	National Fire Program Manager
Knowledge of appropriation law relevant to supervisory and leadership roles.	E
Knowledge of the aspects of appropriation law pertinent to the expenditure of funds and relative to the agency mission.	E
Knowledge of agency fiscal regulations.	E
Ability to describe the budget authority relevant to supervisory and leadership roles.	E
Ability to describe the purpose of an obligation.	J

B. Implement and evaluate financial activities.

<u>Competencies</u>	National Fire Program Manager
Knowledge of agency financial regulations, policies and guidelines.	E
Knowledge of interagency fire business management practices and procedures.	E
Knowledge of required fiscal documentation.	E
Ability to apply appropriate fiscal procedures.	E

C. Apply appropriate technology.

<u>Competencies</u>	National Fire Program Manager
Knowledge of existing fire information databases and software applications.	E
Knowledge of current technology and the impact of technological changes on the organization.	E
Ability to apply technologies on the job.	J
Ability to identify various sources available that enable supervisors to keep current on technological advances.	J
Ability to describe one's role in information and technological exchange.	J

D. Develop and maintain agency and interagency operations.

<u>Competencies</u>	National Fire Program Manager
Knowledge of the various aspects of local unit interactions and how they work together to accomplish the agency and local unit missions.	E
Knowledge of the external agency operations.	E
Knowledge of the customer consultation process.	J
Knowledge of agency Cooperative Agreements, Memorandums of Understanding.	E
Knowledge of the organization and the function of cooperative interagency fire organizations such as NWCG, NICC, GACC, state, tribal, and local organizations.	E
Ability to provide input into cooperative agreements, MOUs, and MOAs.	E
Ability to participate at the appropriate level in interagency workshops and seminars.	J

E. Initiate and participate in agency and interagency interdisciplinary planning processes.

<u>Competencies</u>	National Fire Program Manager
Knowledge of what constitutes a correctly written objective.	J
Knowledge of how goals and strategies provide structured guidance in accomplishing an agency's mission.	E
Knowledge of agency's priorities.	E
Knowledge of how an agency's planning system causes a timely reconsideration of priorities.	E
Skill in providing input into objective writing.	J
Skill in restructuring priorities to meet goals or objectives.	E
Ability to review portions of plans and provide input.	E

F. Utilize agency qualifications and certification procedures.

<u>Competencies</u>	National Fire Program Manager
Knowledge of agency and interagency qualification and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).	E
Knowledge of position task book requirements.	J
Ability to maintain position qualification.	J

X. Program/Project Progress Monitoring and Evaluation

Description

These competencies are related in terms of adjusting program operations in a timely manner. Progress is directed to carrying out quantifiable objectives. Monitoring that part of the operation identifies whether the objectives are valid, understood, and whether the employee is capable of performing the tasks.

Outline

A. Implement measurement systems that accurately track results.

<u>Competencies</u>	National Fire Program Manager
Knowledge of agency performance requirements.	E
Knowledge of basic wildland fire program requirements.	E
Knowledge of fire operations/prescribed fire tools and equipment.	J
Knowledge of reporting requirements and procedures.	E
Ability to implement the common monitoring techniques of feedback and personal observation used in evaluating a project's progress.	J

B. Evaluate results against program objectives.

<u>Competencies</u>	National Fire Program Manager
Knowledge of evaluative processes and procedures.	J
Ability to analyze organizational performance relative to given objectives.	E
Ability to recognize how objectives establishing the direction efforts are to be focused and the criteria for measuring success.	E

Competency Descriptors for National Fire Program Manager

National Fire Program Manager Position Descriptor

A National Fire Program Manager develops national fire management policies, guidance, and oversight to the agency and respective geographic area fire program managers for the protection and enhancement of the wildland environment. A national fire program manager oversees the integration of fire-related environmental, social, political, economic and technological information into land management activities to meet desired agency objectives. A national fire program manager has significant interaction with congressional, departmental, and judicial entities, as well as interagency counterparts, for policy and budgetary development purposes. The manager initiates most actions based upon his/her experience in and knowledge of the functional and programmatic responsibilities. The supervisor provides direction in terms of broad-mission objectives concerning major policies and administrative matters.

Guiding principles: Competency Descriptors addressed in this document will be the standard for all fire management functions at this level. Any assigned subordinate staff positions having similar duties as herein described, would utilize elements within this document. Competency descriptions for such assigned subordinate staff will not be separately identified.

EXPERTISE LEVELS DEFINITIONS

WORKING – W

Definition: The minimum level of experience and/or training that it takes to produce work of acceptable quality.

JOURNEY – J

Definition: Has sufficient experience to be considered a seasoned employee. Is skilled in performing the more difficult tasks related to the function. Has received advanced training in the function.

EXPERT – E

Definition: Reflects the quality of experience and/or training needed to perform the most challenging aspects of the position.

"Program Complexity Levels" refers to those determined from the complexity analysis process. Some positions do not vary in the expertise levels of competencies, regardless of the complexity of the program to which they are assigned. Others have only a minimum level of competency expertise defined, recognizing that there is too wide a variety of programs within and between agencies to define all situations. The remainder have either two or three levels of competency expertise, based on their unit's program complexity.

Example of Expertise and Complexity Levels

<u>Competencies</u>	Low	Moderate	High
Knowledge of processes and sources of training.	W	J	J

In this example, a “W” Working level of expertise is required in a Low complexity fire program; a “J” Journey level of expertise is required in both Moderate and High complexity fire programs.

I. Program Management

Description

This element identifies the knowledge, skills and abilities required for providing leadership and coordination in all facets of the national fire management program, including policy development, policy compliance, budget oversight and development, personnel management, interagency relations, and monitoring and evaluating mission accomplishments.

Outline

A. Develop, implement and evaluate programs in support of mission accomplishment.

<u>Competencies</u>	Expertise Level
Knowledge of the Office of Personnel Management's Executive Core Qualifications (ECQ 1-5) and associated Leadership Competencies, including "Leading Change," "Leading People," Results Driven," Business Acumen," and "Building Coalitions/Communications."	J
Knowledge of natural resource management concepts, principles, and practices applicable to the full range of duties associated with fire management.	J
Knowledge of the integration of related fields, such as: forestry, range, recreation, wildlife, soil, air and water.	J
Knowledge of the ecological response to the presence or absence of fire in a variety of area/regional ecosystems and social and political climates.	J
Knowledge of fire protection, fuels management and fire use techniques, methods and procedures.	J
Knowledge of fire-related computer application programs, existing fire research information databases, and applications.	W
Knowledge of program monitoring and evaluation processes and procedures.	J
Knowledge of reporting requirements and procedures.	J
Ability to identify and define fire-related management issues, resolve these issues with available research and make recommendations.	E
Ability to predict and interpret ecological effects of fire or its absence and anticipate social and political responses.	E

<u>Competencies</u>	Expertise Level
Ability to apply sound fire management principles and practices, on a programmatic basis, in a variety of ecosystems and social and political climates.	E
Ability to apply corrective actions to increase efficiencies and effectiveness.	E
Ability to monitor and evaluate Fire Management Program elements for a variety of geographic areas and determine their effectiveness in meeting agency management goals and objectives, to emphasize program accountability.	J

B. Develop, implement and evaluate fire management budgets.

<u>Competencies</u>	Expertise Level
Knowledge of agency and interagency fire business management practices and procedures.	J
Knowledge of agency budgetary process, financial regulations, policies and guidelines.	J
Knowledge of agency financial management systems, contracting, procurement, and payroll.	J
Ability to develop operational strategy for implementing the Appropriations Act.	J
Ability to formulate, present, and justify agency budgets to the Office of Management and Budget.	E

C. Develop and maintain interagency partnerships.

<u>Competencies</u>	Expertise Level
Knowledge of cooperating agencies' charters, organizations and operating procedures.	J
Knowledge of national cooperative programs such as Cooperative Forest Fire Protection and Federal Excess Property Procurement.	J
Knowledge of organization and function of cooperating interagency fire organizations, such as the National Wildfire Coordinating Group, National Multi-agency Coordinating Group, geographic area coordinating groups, and state, tribal, and local groups.	E
Knowledge of tribal self-determination (contracts) and self-governance (compacts).	W
Skill in developing Cooperative Agreements, Memoranda of Understanding and Memoranda of Agreement.	J
Skill in developing national interagency agreements, policies, programs and procedures.	J
Ability to interact as a fully-functional member of external and internal teams.	E

D. Identify research needs, and develop and apply new technologies.

<u>Competencies</u>	Expertise Level
Knowledge of research processes (issue identification, prospectus, funding, oversight, etc.).	W
Ability to identify and clarify issues and develop research recommendations if needed.	W

E. Communicate program processes, goals, and implementation procedures to a variety of audiences.

<u>Competencies</u>	Expertise Level
Knowledge of media needs and procedures as related to fire program management.	J
Knowledge of agency practices and procedures as related to fire program management and agency associated programs.	E
Ability to effectively interact with the public and media.	J
Ability to articulate programs in understandable terms to national and international audiences.	E

II. Program Planning

Description

This element identifies the knowledge, skills and abilities required for development of land and fire management planning strategies.

- National-level land management policy
- National-level fire management policy
- Area-level fire management plans
- Annual Operating Plan - these plans could include prevention, public and media contacts, preparedness, emergency equipment rental agreements, mobilization, Memoranda of Understanding and Cooperative Agreements, etc.

Outline

A. Develop agency and interagency interdisciplinary planning strategies and processes.

<u>Competencies</u>	Expertise Level
Skill in providing leadership and direction at the national level in the interdisciplinary planning processes.	J
Ability to incorporate agency priorities into interagency planning processes.	E

B. Review policies and strategies for compliance with agency enabling laws, regulations and policies.

<u>Competencies</u>	Expertise Level
Knowledge of agency specific policies sufficient to develop new or revised policies and operational plans.	E
Skill in proposing decisions and actions which have potentially controversial environmental, technical or social consequences.	J

C. Develop agency planning guidelines and processes.

<u>Competencies</u>	Expertise Level
Knowledge of planning processes.	E
Skill in defining the full range of acceptable management strategies based on interagency criteria and standards.	E
Skill in establishing national planning guidelines through agency manuals and handbooks.	J

III. Operations

Description

This element identifies the knowledge, skills and abilities required to define operational program components to achieve land management objectives established for the agency. Operational components include preparedness, wildland fire, prevention, fuels and prescribed fire, aviation and rehabilitation.

Outline

- A. Develop, monitor and evaluate agency preparedness policies and guidelines to include:
1. Detection
 2. Preparedness
 3. Agreements
 4. Fire danger/behavior predictions
 5. Severity requests
 6. Mobilization

<u>Competencies</u>	Expertise Level
Knowledge of aerial and land-based detection systems and technologies sufficient to develop efficient and effective national detection policies.	W
Knowledge of current fire weather, fire danger and fire behavior prediction systems and their interpretation.	J
Knowledge of pre-season agreements necessary to ensure adequate resources are available during periods of potential use.	W
Knowledge of local, regional and national dispatch and coordination systems and procedures, including preparedness levels.	W
Knowledge of cache management and accountability procedures.	W
Skill in providing oversight to national and interagency fire coordination operations.	J
Skill in recognizing conditions which warrant severity requests and in responding on an interagency basis.	J
Skill in developing national staffing and preparedness plans.	J
Skill in developing national readiness review policies and ensuring implementation.	J
Ability to ensure implementation of pre-season preparedness activities as identified in national, area, and unit annual operating plans.	J

- B. Provide national policy development and oversight of wildland fire response programs to include, but not limited to:
1. Strategy and tactics
 2. Incident management
 3. Emergency rehabilitation
 4. Logistics/support
 5. Priority setting and coordination
 6. Reporting

<u>Competencies</u>	Expertise Level
Knowledge of the Incident Command System component of the National Interagency Incident Management System.	J
Knowledge of wildland/urban interface fire suppression strategies and tactics.	J
Knowledge of the full range of wildland fire appropriate management responses.	J
Knowledge of fire suppression/prescribed fire tools and equipment.	J
Knowledge of procedures used in providing direction to Incident Commanders, including, but not limited to, development of incident objectives, Delegation of Authority, interaction, evaluation, and close-out/critique.	J
Knowledge of departmental emergency rehabilitation policies.	J
Knowledge of fire behavior, fire danger and fire weather.	J
Knowledge of agency and interagency mobilization and logistical support policies and procedures.	J
Skill in developing Wildland Fire Situation Analyses (WFSAs).	J
Skill in developing agency procedures, techniques and guidelines.	E
Skill in coordinating emergency rehabilitation.	J
Skill in developing and implementing interagency and agency qualifications and certification standards and procedures, via the National Wildfire Coordination Group (NWCG) process.	J
Skill in developing national training strategies and processes.	J
Ability to set national priorities between multiple incidents and allocate resources.	E

C. Develop policies and coordinate implementation of prevention programs.

<u>Competencies</u>	Expertise Level
Knowledge of appropriate prevention policies and program processes and procedures.	W
Skill in developing policies and overseeing the implementation of mitigation measures to reduce risks identified in national policy manuals.	J
Skill in coordinating interagency prevention programs.	W

D. Develop policies for fuels and prescribed fire programs to include, but not limited to:

1. Fuels management
2. Prescribed fire activities
3. Priority setting/coordination
4. Logistics/support
5. Reporting

<u>Competencies</u>	Expertise Level
Knowledge of national fuels management and prescribed fire policies, practices and procedures.	J
Knowledge of fire weather, fire behavior and fire danger.	J
Knowledge of required logistical support of multiple concurrent projects in multiple areas.	J
Skill in setting priorities between multiple area and unit projects and allocating resources.	J
Ability to ensure that all reports and records are properly completed and maintained.	J
Ability to oversee the implementation of approved fuels management and prescribed fire policies.	J

E. Develop national policies and provide oversight of smoke management planning and analysis.

<u>Competencies</u>	Expertise Level
Knowledge and understanding of various smoke management regulations including federal, state, tribal, local, and agency specific.	J
Knowledge related to weather and fire behavior, and resultant smoke conditions.	J
Knowledge of smoke modeling processes.	J

F. Develop national policies and guidance for fire effects monitoring and analysis.

<u>Competencies</u>	Expertise Level
Knowledge of fire effects as related to fuel manipulation and prescribed fire.	J

G. Develop national policies and oversee fire aviation programs or operations as appropriate, including, but not limited to:

1. Tactical application of aircraft
2. Aviation safety management
3. Administration
4. National strategic distribution
5. Aviation accident review and investigations

<u>Competencies</u>	Expertise Level
Knowledge of aviation administration requirements and procedures, such as contract solicitation, awarding, administration and fiscal accounting.	J
Knowledge of interagency and agency aircraft and pilot certification standards.	J
Skill in developing and overseeing national aviation policies and standards.	J

<u>Competencies</u>	Expertise Level
Skill in ensuring compliance with established Federal Aviation Requirements, and departmental and agency policies, procedures and guidelines.	J
Skill in ensuring management of aircraft utilized in fire operations are conducted in a safe and efficient manner, following established standards.	J
Skill in developing policies, procedures, and guidelines for the operation of commonly used fixed and rotary-wing aircraft.	J
Skill in strategically locating aircraft and aviation facilities to ensure adequate coverage for emergency response.	J
Knowledge of the technical aspects of accident reviews and investigations.	J

IV. Safety and Welfare

Description

This element identifies the knowledge, skills and abilities required to oversee the environmental and workplace hazards of the wildland fire environment, and to provide national leadership and direction in the recognition and mitigation of these hazards using all applicable laws, policies and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Outline

- A. Develop national and interagency policies, and provide oversight related to safety laws, policies and guidelines to include:
 - 1. Occupational Safety and Health Act
 - 2. Applicable state safety regulations
 - 3. Department and agency policies and guidelines
 - 4. NWCG guidelines

<u>Competencies</u>	Expertise Level
Knowledge and comprehension of the laws, policies and guidelines pertaining to safety such as the Code of Federal Regulations, national and agency policies and guidelines, Standard Firefighting Orders, Watch Out Situations, and other fire-related safety guidelines, including Occupational Safety and Health Act, and NWCG guidelines.	J
Skill in developing national safety policies and guidelines.	E

- B. Develop safety-related national education programs focused on:
1. Training
 2. Certification

<u>Competencies</u>	Expertise Level
Skill in developing safety management training and certification procedures.	J

- C. Prepare hazard, risk, and trend analyses for:
1. Wildland fire environment hazards, including, but not limited to:
 - a. Fuels
 - b. Weather
 - c. Topography
 2. Associated hazards, including, but not limited to:
 - a. Strategies and tactics
 - b. Human factors
 - c. Aviation operations
 - d. Mechanized equipment
 - e. Hazardous materials

<u>Competencies</u>	Expertise Level
Skill in ensuring appropriate national preparation of hazard, risk, and trend analyses.	J
Skill in developing hazardous risk assessments and trend analyses.	J

D. Follow up identified hazards and risks with national-level mitigation actions including:

<u>Competencies</u>	Expertise Level
Skill in recognizing and mitigating a variety of hazards encountered within the wildland fire environment and other work environments; e.g., aviation, mechanized equipment, and hazardous materials.	J
Skill in developing national and interagency risk management policies and procedures.	J

E. Prepare serious accident investigation policies and procedures.

<u>Competencies</u>	Expertise Level
Knowledge of the technical aspects of accident investigations and reviews.	W
Skill in developing national accident investigation procedures.	J
Skill in coordinating serious accident investigations.	W

KEY PERFORMANCE ELEMENTS

The standard Key Performance Elements are to be used to evaluate employee performance, in conjunction with the Competency Descriptors. A “Performance Element” is defined as a mission-based outcome or end product that is essential to overall success of the position. The following Key Performance Elements are derived from the major elements of each position’s Competency Descriptor.

The first section of these Key Performance Elements is a set of “common” Key Performance Elements, applicable to all positions. These may be used for evaluative purposes, or more likely, for initiation of employee development plans early in one’s career. Following the common elements are additional Key Performance Elements specific to this individual position.

KEY PERFORMANCE ELEMENTS

THE FOLLOWING ELEMENTS ARE COMMON TO ALL FIRE PROGRAM MANAGEMENT POSITIONS:

I. Mission Comprehension

- Describe the agency's historical background and mission evolution.
- Identify relevant agency mandates.
- Define the purpose of limits within the agency.

II. Agency Orientation

- Describe the structure and organization of the Department of Agriculture or Interior.
- Describe the structure and the organization of the agency.

III. Resource Stewardship

- Describe federal stewardship of natural resources.
- Identify resources protected by the agency and describe the responsibilities in managing these resources.
- Define the sustainable practices philosophy.
- Define the employee's role in resource stewardship.
- Recognize the positive purposes of interagency partnerships.

IV. Fundamental Values

- Supervise and develop employees.
- Implement safe workplace practices.
- Identify workplace accessibility issues.
- Describe the guiding principles of time management.
- Describe the agency's management culture.
- Carry out cultural diversity, equal opportunity and civil rights procedures.

V. Leadership

- Demonstrate appropriate leadership skills to meet agency goals and safe operating procedures.

VI. Problem Solving Skills

- Analyze a situation, determine alternative solutions, and recommend a course of action.
- Make sound and well-informed decisions.
- Identify and mitigate stressful influences.
- Utilize facilitation skills to resolve problems and promote consensus.

VII. Communication Skills

- Communicate effectively.

VIII. Personal Development and Planning

- Meet Agency physical and mental fitness requirements.
- Set individual and career goals and implement self-directed course of action.

IX. Agency Operations

- Apply basic principles of appropriation law.
- Implement and evaluate financial activities.
- Apply appropriate technology.
- Develop and maintain agency and interagency operations.
- Initiate and participate in agency and interagency interdisciplinary planning processes.
- Utilize agency qualifications and certification procedures.

X. Program/Project Progress Monitoring and Evaluation

- Implement measurement systems that accurately track results.
- Evaluate results against program objectives.

THE FOLLOWING ELEMENTS ARE SPECIFIC TO THE NATIONAL FIRE PROGRAM MANAGER POSITION:**I. Program Management**

- Develop, implement, and evaluate programs in support of mission accomplishment.
- Develop, implement, and evaluate fire management budgets.
- Develop and maintain interagency partnerships.
- Identify research needs, and develop and apply new technologies.
- Communicate program processes, goals, and implementation procedures to a variety of audiences.

II. Program Planning

- Develop agency and interagency interdisciplinary planning strategies and processes.
- Review policies and strategies for compliance with laws, regulations and policies.
- Develop agency planning guidelines and processes.

III. Operations

- Develop, monitor and evaluate agency preparedness policies and guidelines to include:
 1. Detection
 2. Preparedness
 3. Agreements
 4. Fire danger/behavior predictions
 5. Severity requests
 6. Mobilization
- Provide national policies development and oversight of wildland fire response programs to include, but not limited to:
 1. Strategy and tactics
 2. Incident management
 3. Emergency rehabilitation
 4. Logistics/support
 5. Priority setting and coordination
 6. Reporting
- Develop policies and coordinate implementation of prevention programs.
- Develop policies for fuels and prescribed fire programs to include, but not limited to:
 1. Fuels management
 2. Prescribed fire activities
 3. Priority setting/coordination
 4. Logistics/support
 5. Reporting
- Develop national policies and provide oversight of smoke management planning and analysis.
- Develop national policies and guidance for fire effects monitoring and analysis.

- Develop national policies and oversee fire and aviation programs or operations as appropriate, including, but not limited to:
 1. Tactical application of aircraft
 2. Aviation safety management
 3. Administration
 4. National strategic distribution
 5. Aviation accident review and investigations

IV. Safety and Welfare

- Develop national and interagency policies, and provide oversight related to safety laws, policies and guidelines to include:
 1. Occupational Safety and Health Act
 2. Applicable state safety regulations
 3. Department and agency policies and guidelines
 4. NWCG guidelines
- Develop safety-related national educational programs focusing on:
 1. Training
 2. Certification
- Prepare hazard, risk, and trend analyses for:
 1. Wildland fire environment hazards, including, but not limited to:
 - a. Fuels
 - b. Weather
 - c. Topography
 2. Associated hazards, including, but not limited to:
 - a. Strategies and tactics
 - b. Human factors
 - c. Aviation operations
 - d. Mechanized equipment
 - e. Hazardous materials
- Follow-up on identified hazards and risks with national-level mitigation actions.
- Prepare serious accident investigation policies and procedures.